

Job Description

Job Title	Caretaker (Secondary)
Grade/Salary	Grade 4, Scale Point 5 – 6
Reporting to	Premises Manager

Job Purpose

Under the direction/instruction of the Premises Manager, the employee will:

- Assist in providing a well maintained, safe, secure and clean working environment for the school;
- To move furniture and equipment as required.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

- Lock/unlock school buildings and areas;
- Set security alarm and other security systems where applicable;
- Assist with regular security checks, identify security risks, report any security breaches;
- Operate and respond to alarm systems where appropriate;
- Safeguard students in the event of an incident (lockdown/evacuation);
- Undertake and assist with the receipt, distribution, collection and dispatch of goods;
- Undertake and participate in the organisation and movement of furniture within the building;
- Maintain and arrange orderly and secure storage of supplies;
- Operate everyday equipment in accordance with instructions;
- Undertake/assist with minor/simple repairs/decoration works;
- Monitor repairs log, and book and react to repairs;
- Undertake basic record keeping as directed;
- Undertake activities to maintain a safe and clean internal and external environment (e.g. checking the functioning of toilets, litter picking, removal of rubbish bags, clearing leaves, sweeping paths, maintaining safe and clear paths in cold weather etc.);
- Refill and replace consumables e.g. soap and towels;
- Undertake routine checks as required (e.g. Legionella, fire alarm, emergency lighting, fire doors);
- Ensure lights and other equipment is switched off as appropriate.

Relevant Working Conditions

- The nature of the post may involve some ongoing considerable physical effort e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role;
- There may be some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

Responsibilities for Resources

- Safe and appropriate operation of equipment and use of materials as required;
- Maintain, clean and secure all equipment or materials after use.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with the Premises Manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1's, peer support and external CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required.

Other reasonable duties commensurate with the grade of the post as directed by the Premises Manager and/or School Support Manager and/or Trust Estates Manager.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Level 2 Numeracy/Literacy or willingness to work towards;	E	✓	✓
2.	Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these;	D	✓	✓
3.	Support Work in Schools (SWiS) Level 2;	D	✓	
Experience				
4.	Handyperson experience;	E	✓	✓
Abilities, Skills and Knowledge				
5.	Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures;	E	✓	✓
6.	Willingness to gain knowledge of health and safety procedures and precautions;	E	✓	✓
7.	Willingness to gain awareness of COSHH regulations;	E	✓	✓
8.	Awareness of health and hygiene procedures;	E	✓	✓
9.	Knowledge of moving and handling procedures;	E	✓	✓
10.	Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards;	E	✓	✓
11.	Supervisory skills;	D	✓	✓
12.	Use of equipment/resources;	E	✓	✓
13.	Ability to work as part of a team;	E	✓	✓
14.	Ability to relate well to children and adults;	E	✓	✓
15.	Willingness to use relevant equipment;	E	✓	✓
16.	An excellent record of attendance and punctuality;	E	✓	
17.	Reliability, integrity and stamina;	E	✓	
18.	Think clearly in emergency situations.	D	✓	✓